

CAREER DESCRIPTION

Job holder:

Job title: Early Years Attainment Officer

Department: Early Years

Responsible to: Early Years Manager

Salary Scale: SJC Scale Point 24-27

Key responsibilities of position:

To focus on supporting the delivery of outstanding quality and attainment for all of our children and families. The post holder will work with a team of experienced Early Years practitioners in a coaching capacity, to improve attainment and achievement for all and contribute to closing the attainment gap and Glasgow City Council's Improvement Challenge.

A focus on further development of an inspiring curriculum and learning approach, based on sound evidence, is a key priority. Important aspects of the curriculum development for the post holder include fostering a culture of strong understanding of the impact of children's well-being and the practice of nurture principles on individual attainment.

The Attainment Officer is responsible for:

1. Establishing a base line, measurement and reporting tools to demonstrate outcomes in relation to closing the attainment gap.
2. Promoting practice throughout the establishment which is broad, balanced and based on the principles of Curriculum for Excellence.
3. Working with others within the establishment and parents/carers to develop strategies which support improved learning outcomes for all.
4. Supporting the delivery of collegiate practice and teamwork across the establishment to ensure consistency of thinking and sharing of learning, to contribute to closing the attainment gap at an earlier stage.

Specific responsibilities of the position:

1. To work with the Early Years' Service Managers to contribute to the development of improvement plans, in line with the organisation's business priorities.
2. With a focus on closing the attainment gap, develop, implement, monitor and evaluate activity that ensures the needs of all service users are being met.
3. To develop the skills and knowledge of colleagues to establish a baseline, track and report on progress, and interpret the learning that emerges from this practice to inform future practice.

Training

1. To provide staff with day-to-day coaching and support to provide outstanding quality of service for all families.
2. To identify training needs of existing staff in relation to raising attainment, in line with Curriculum for Excellence and both national and local thinking on closing the attainment gap, and to work with Service Managers to fulfil those needs.

Parent and Child Engagement

1. To work with the Manager to ensure that The Indigo Group's expectations in relation to outstanding quality and customer service are at least met if not exceeded.
2. Liaise and co-ordinate services with relevant partners and stakeholders to improve outcomes for learners.
3. To work with Manager to ensure that high levels of engagement between all staff and parents and children are achieved on a day-to-day basis, in line with our organisational vision and values
4. To integrate family learning within the curriculum across both the establishment and home environment.

The Environment

1. In line with current frameworks and legislation, support staff in continuous development of the environment both indoors and out, contributing to The Indigo Experience.
2. Consult with staff team on layout, resources and their vision, in terms of development of the learning environments.
3. Ability to further develop practice to track learning effectively and proven capacity to work effectively as part of a team ensuring a pedagogical approach to practice.
4. Working in partnership with the Assistant Manager (quality) to monitor the environment and make recommendations where appropriate, especially in relation to 3-5s that will contribute to improving learning outcomes for all.

Service Delivery

1. To ensure delivery of Early Years Services are focused on leading edge, evidence-based thinking, in relation to closing the attainment gap.
2. Ensure the development, implementation and evaluation of plans and programmes for service users and family learning, to support continually improved learning outcomes.
3. To research, observe and evaluate good practice internally and externally to influence continued improvement of practice and service delivery.

Health and Safety

1. Adhering to legal responsibilities and duties under *The Children Act (Scotland) 2014* and *Health and Safety at Work Act* and the Health and Social Care Standards, in order to take reasonable care for the health and safety of yourself, your team and the children in your care.
2. To follow all Indigo Group systems and procedures, including those in Employee Handbook, to ensure your own safety day-to-day and that of your staff team and children.

Other responsibilities:

1. Plan and organise own workload to ensure good time management.
2. Support the management and organisation of effective teams ensuring effective communication across all services.

3. Link with relevant agencies to provide excellent integrated services.
4. Have a full understanding of current frameworks and ensure implementation throughout Early Years services.
5. Comply with SSSC codes of practice
6. To utilise IT effectively to achieve maximum successful outcomes for children, families and service.
Measurement and performance criteria:
1. Inspection Grades
2. Attainment outcomes
3. Feedback from children, young people, parents and feeder schools
4. Input to the organisation's ongoing progress and development in alignment with the organisations values.
Relationships:
Responsible for own performance.
Responsible to Early Years Manager
Levels of authority:
In consultation with staff; full decision-making powers within the context of the role in playroom, in relation to Curriculum for Excellence, delivery of service improvement plan and organisational business priorities and values.
Other conditions of job:
Flexible approach to working hours.

Acceptance of job description

By signing below, the job holder accepts the above detail and acknowledges receipt of a copy of the job description. The original will be held in the job holders personnel file.

Signed by manager: _____ Date: _____

Signed by job holder: _____ Date: _____